

Eligibility for Membership

Agencies may apply for membership with the NH Food Bank providing the criteria listed below are met. All membership is considered based on location, need in the area, type of program, and prospective clients. Fulfilling the below criterion does not guarantee membership approval with final decision given at the discretion of the NH Food Bank staff. Eligibility requirements must be maintained for the duration of the partnership with the NH Food Bank.

Eligible Partner Agencies:

1. Must be an established public charity, non-profit agency or church/community sponsored program serving the needy and must be tax exempt under the IRS Code 501(c)3, or function under the auspices of an umbrella organization. The public charity must operate for the purpose of serving the ill, needy, or infants, or use donated product in a manner relating to and consistent with the organization's exempt purpose through programs that care for and serve the ill, needy, or infants.
 - a. An Agency-Sponsored Program is to be deemed eligible, if they are covered by a tax-exempt organization under the IRS Code 501(c)3 and that organization acknowledges in writing, assuming all fiscal and legal responsibility for the Agency Sponsored Program. Funds used to pay handling fees or delivery fees assessed by the Agency-Sponsored Program must come from the Fiscal Agent/Umbrella Organization and not from the Agency-Sponsored program. All Agency-Sponsored Programs will need a letter from the Fiscal Agent/Umbrella Organization stating the above. Example letter [here](#).
 - b. A church organization may establish its tax-exempt status in any of the three following ways:
 - c. If the church is part of a larger religious organization (such as a diocese, a presbytery, an association, etc.), it will need to provide a letter from the CEO/Executive Director/Board Chairperson, written on the letterhead of the larger ("parent") religious organization of which it is a part, indicating that it is a member in good standing of that organization, agreeing to sponsor such a program and assume all responsibilities (fiscal and legal) for the sponsored organization, and it will need to provide a copy of the Section 501(c)3 determination letter for the "parent" religious organization. Example letter [here](#).
 - i. If the church is not part of a larger religious organization, it will need to complete the "Church Qualifier Form"
 - ii. If the church has elected to qualify itself as a tax-exempt organization under Section 501(c)3, it may comply with the requirements above applicable to nonprofit corporations that are not churches.
 - d. Any change of address (per IRS form 557), must be reported in writing to both the IRS and to the NH Food Bank. Any agency found to be operating under a non-approved 501(c)3, or one that is not valid with the IRS, will not be able to receive any donated product through the NH Food Bank until the non-profit legal status is resolved.
2. Must belong to only one Feeding America Food Bank
3. Must not engage in discrimination in the provision of service against any person due to race, color, citizenship, religion, gender, national origin, ancestry, age, marital status, disability, sexual orientation including gender identity or expression, unfavorable discharge from the military or status as a protected veteran, or otherwise prohibited under the current USDA nondiscrimination statement.
4. Must distribute food at no cost to clients, and in no way suggest or encourage donations, services, or exchanges in return for food. Food may not be offered as a barter or favor.